



Alameda Recreation and Park Department

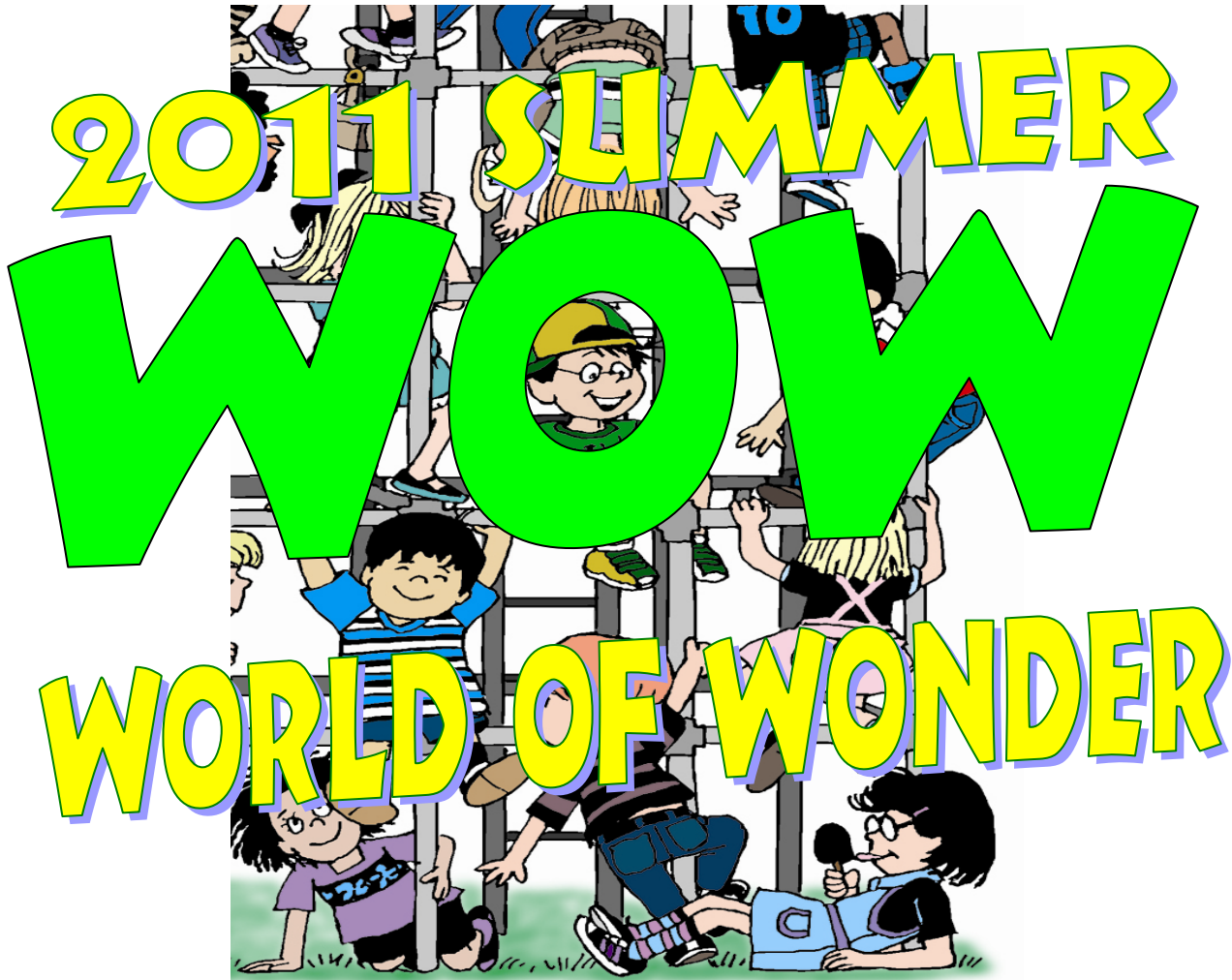
2226 Santa Clara Ave, Alameda, CA 94501

Phone: (510) 747-7529 Fax: (510) 523-4071

New ARPD Website: www.cityofalamedaca.gov/recreation/

Online Registration: www.arpdeplay.com

Tax ID #: 94-6000288



**FOR BOYS AND GIRLS WHO HAVE COMPLETED
KINDERGARTEN THROUGH 4TH GRADE**

PARENT HANDBOOK

1. **STANDARD OF CARE**

Alameda Recreation and Park Department (ARPD) prides itself in employing Recreation Leaders that are well-trained, customer friendly, and prepared to implement our **World of Wonder (WOW) Program**. All WOW Leaders are certified in First Aid, CPR, and hired based on their experience in working with children. Should you have questions or concerns regarding our WOW program, please feel free to call the WOW Coordinator at (510) 747-7529.

BEHAVIOR EXPECTATIONS

Participants are expected to follow staff directions, show respect for other children and the park, and use equipment and supplies appropriately and safely. Behavior problems will be handled using a progressive discipline procedure. This may include warnings, time-outs, phone calls to parents, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis and staff will determine discipline that is appropriate to the incident.

2. **WOW DATES, LOCATIONS, AND HOURS OF OPERATION:**

The WOW program is for children who have completed Kindergarten through 4th Grade. All sites must meet a minimum of 15 participants per week in order to operate.

DATES & LOCATIONS: **GODFREY PARK, 281 Beach Road, Bay Farm Island:**
WEDNESDAY, JUNE 15, 2011 TO FRIDAY, AUGUST 12, 2011

WASHINGTON PARK, 740 Central Avenue (Central Ave & 8th St):
MONDAY, JUNE 15, 2011 TO FRIDAY AUGUST 19, 2011

WOW HOURS: **MONDAY THROUGH FRIDAY, 7:15 A.M. TO 5:30 P.M.**
PLEASE NOTE: ALL WOW SITES CLOSED ON JULY 4TH

Alameda Recreation and Park Department Main Office
2226 Santa Clara Avenue, Alameda, CA 94501
(510) 747-7529; FAX (510) 523-4071
Office Hours: Monday through Friday, 8:30 a.m. to 5:00 p.m.

3. **REGISTRATION PROCEDURES**

There are many ways you may register for our WOW Program:

1. Register at your convenience online at www.arpdeplay.com with your current Visa or MasterCard. To activate your online account, please call ARPD Staff during regular business hours at: (510) 747-7529 or e-mail ARPD Staff at: arpd@ci.alameda.ca.us for your login and pin numbers. Also contact ARPD Staff should you need to make any changes to your online account (for example, new home address, phone numbers, grades, medical issues, adding any additional family members, etc.)
2. Walk in or mail in your registration form with payment to the ARPD Office, 2226 Santa Clara Avenue, Alameda, CA 94501. Form only needs to be turned in once per summer. Payment must be made at the time of registration. Accepted forms of payment are cash, checks (made payable to ARPD), Visa or MasterCard. You may choose to pay for a week or two at a time, or may pay for the entire summer.

3. You may fax in a completed registration form with a Visa or MasterCard number to (510) 523-4071. Please indicate what week(s) and which WOW site we are initially charging to your credit card. To pay for subsequent weeks, simply call our office at (510) 747-7529.

If you choose to pay on a weekly basis, your payment must be made by the previous Thursday in order to be on the weekly roster. **ANY LATE REGISTRATION OR CHANGES WILL BE CHARGED A \$15 ADMINISTRATIVE FEE.** Spaces are all first-come, first-serve so there is a possibility that your preferred WOW site may be full by the time you make payment arrangements. Please plan accordingly.

You may not register your child at the WOW site. **All registrations and payments will be accepted in the ARPD Main Office (2226 Santa Clara Ave, Alameda CA 94501)**

On the registration form, you must indicate whether or not your child may ONLY LEAVE WOW when picked up by an authorized person or if he or she may check himself/herself out after a certain time. Should you choose pick up only, you must list the FIRST AND LAST names of the person(s) allowed to sign your child out of WOW. Should you choose the check self out option, you must list the earliest time your child is allowed to sign himself/herself out. Once a participant has signed out, they cannot return until the following day.

MEDICAL RELEASE FORMS

Each WOW program participant must have a completed medical release form on file with the program staff. This form enables staff to seek medical treatment for any participant who, for any reason, needs professional medical attention. ARPD Staff are allowed to give participants medication during ARPD program hours if you do the following:

- A. Parents must fill out our Medication Authorization form, which includes directions for administration of medication (e.g. time, dosage amount) and written permission from you.
- B. Parents must bring in a current prescription bottle, clearly labeled with the name of the child who will receive the medicine. All medications must be accompanied by written instructions from the prescribing physician.

This means:

- We will not administer any medication without a doctor's note/prescription stating how much and how often it should be given.
- If your child requires stringent medical attention, ARPD Staff may not be able to attend to those needs of the child.
- Over the counter medication will not be administered without written authorization.

4. FEES AND CANCELLATION POLICIES

REGULAR WOW WEEK – Monday to Friday: \$170 per week per child

INTRO TO WOW – Wednesday to Friday, June 15-17: \$105 per child

TUESDAY TO FRIDAY, JULY 5-8 (WOW SITES CLOSED JULY 4TH): \$140 per child

*Any payments received after Thursday are automatically charged a \$15 administrative fee. We do not prorate WOW fees should you sign up mid-week. **NO CREDITS, REFUNDS OR MAKE-UPS ISSUED FOR ANY DAYS MISSED!***

EXTENDED CARE WOW FEE SCHEDULE

You may use our WOW Program as an Extended Care Program for before and after child care for certain other ARPD programs or classes which are listed below (see Summer 2011 Activity Guide or our new website: www.cityofalamedaca.gov/recreation/ for more details on the other ARPD programs). **YOU MUST REGISTER AND PAY FOR THE OTHER ARPD PROGRAM FIRST BEFORE SIGNING UP FOR EXTENDED CARE WOW.**

Please see below for the fee schedule and WOW location. ARPD Staff will transport your child to and from the other ARPD Program so you must *pre-register* so we can meet our staffing and transportation needs. Please be sure to drop your child off at your WOW site at least 30 minutes before the start time of the other ARPD program or class so we can get your child to class on time. Any payments received after Thursday are automatically charged a \$15 administrative fee. We do not prorate WOW fees should you sign up mid-week. **NO CREDITS, REFUNDS OR MAKE-UPS ISSUED FOR ANY DAYS MISSED!**

<u>ARPD PROGRAM</u>	<u>WOW SITE</u>	<u>WOW FEE</u>	<u>COVERAGE PROVIDED</u>
Hidden Cove Session 1 & 2	Godfrey or Washington WOW	\$70/Session	Before and After Care (No afternoon care on Thursdays)
Session 3 (WOW SITES & DAY CAMP CLOSED JULY 4TH)		\$60/Session	
Trails End Session 1, 2, 3 & 4	Godfrey or Washington WOW	\$60/Session	Before and After Care (No afternoon care on Thursdays)

Godfrey WOW

Awesome Engineering (7/11-15)	Godfrey WOW only	\$100/Session	Before and After Care
British Challenger Soccer	Godfrey WOW only	\$100/Session	Before and After Care
Chess Camp	Godfrey WOW only	\$100/Session	Before and After Care
Mad Science Camp	Godfrey WOW only	\$100/Session	Before and After Care
Summer Softball Clinic	Godfrey WOW only	\$100/Session	Before and After Care
UK International Soccer	Godfrey WOW only	\$100/Session	Before and After Care
Youth Tennis Camp (6/20-8/12)	Godfrey WOW only	\$100/Session	Before and After Care

Washington WOW

All Sports Adventure Camp	Washington WOW only	\$100/Session Before and After Care
Awesome Engineering (8/8-12)	Washington WOW only	\$100/Session Before and After Care
Freshi Flix	Washington WOW only	\$100/Session Before and After Care
Golazo Soccer Camp	Washington WOW only	\$100/Session Before and After Care
Lego Engineering Fundamentals	Washington WOW only	\$100/Session Before and After Care
Not Just Tennis Camp	Washington WOW only	\$100/Session Before and After Care
Youth Tennis Camp (8/15-19)	Washington WOW only	\$100/Session Before and After Care

CANCELLATION POLICY:
REFUNDS, CREDITS OR MAKE-UPS WILL NOT BE ISSUED FOR ANY DAYS CLIENT
CHOOSES TO MISS - NO EXCEPTIONS!

If cancellation is necessary, please call ARPD Office at (510) 747-7529 at least five days in advance, if possible. Refunds will not be issued; remaining money will be credited to your account for use of a future class/program. You will not receive a credit without proper notification.

5. DAILY WOW DROP OFF AND PICK UP PROCEDURES:

WHEN ARRIVING AT WOW SITE,
ALL PARTICIPANTS AND THEIR PARENTS/GUARDIANS MUST:

- Walk into the park facility and locate the sign-in table.
- Sign in (Required). ***Please note: For the safety of the children, we require that all parents/guardians sign their children in and out of the WOW program.*** The only exception to this is if you have designated on your registration form that your child may sign himself/herself out and walk home at the end of the WOW day. You must include the time that your child is allowed to leave the park.
- Bring a bag lunch each day and put it in the lunch storage containers.
- Apply plenty of sunscreen before attending WOW and bring it to WOW. Please have your child wear appropriate play clothes, socks, and closed-toed shoes at all times!! (Backless or slip-on shoes/sandals are not recommended due to the nature of the program.) ***Recreation Leaders are not responsible for applying and reapplying sunscreen on children. Reminders will be given periodically. It is highly recommended that children wear swim shirts, hats and sunscreen at all times.***
- Do not bring any personal valuables (e.g., sentimental or electronic items) to the WOW site. ARPD Staff is not responsible for lost, damaged or stolen items.

- For the safety of the child, WOW participants cannot sign out or leave the park during the middle of the day unless they are signed out and picked up by their parents or guardian.
- Due to very little storage space at the parks, children are discouraged from bringing personal belongings to the park. If personal items are brought to WOW, the City of Alameda, ARPD Staff and/or program participants will not be held responsible for loss or damage.
- The WOW program ends at 5:30 p.m. at both Godfrey and Washington WOW sites. Parents must be prompt in picking up their children. **THERE IS A LATE FEE OF \$1 PER MINUTE PAYABLE AT THE TIME OF PICK UP FOR ANY WOW PARTICIPANT THAT IS PICKED UP AFTER THE LISTED PROGRAM END TIME** If a parent is habitually late (more than twice), additional fees may be imposed and/or the child may be dropped from the WOW program. Late fees are payable that day upon pick up, either by cash or check. If the parent or guardian is unable to pay immediately, late fees must be paid at the park prior to their child returning to the program.
- Upon picking up your child, participants must be signed out.

Each WOW participant must have on file a "Pick-Up" form indicating who is authorized to pick him/ her up. If there is a change to the "Pick-Up" form, parent /guardian must submit the changes in writing. In the event of an emergency, parents or guardian may call the ARPD Office at (510) 747-7529 and inform staff who will be picking up his/her child. If someone other than the participant's parent/ guardian comes to pick up a participant, staff will ask that person to show his/her ID, then compare the name against "Pick-Up" form on file.

6. DAILY SCHEDULES

- A variety of activities are planned that will coincide with weekly themes of the program. The daily schedule and weekly special activities will be posted at each park.
- Age appropriate activities and supervision will be geared for youth who have completed Kindergarten through 4th Grades. Due to this requirement, we cannot accommodate youth who have not attended Kindergarten. Children will be separated into two age groups: K-1st grades and 2nd-4th grades.
- Morning and afternoon snacks will be provided. Please be sure to note any food allergies on your registration form.
- As part of each weekly theme, an optional field trip or excursion has been planned. Space is limited on these trips so please plan on registering early. **Registrations on trip days will not be accepted.** Trip fees which cover admission and transportation are not included in your WOW fees. Parents will be notified in advance of any walking excursions. Participants must have a form signed by the parent on file for each trip in order to attend. WOW will always remain open for youth that do not attend field trips.

- Friday afternoons are swim days. **PARTICIPANTS MUST BE WATER SAFE.** Kids 5 and 6 years old must stay with a leader in the training pool. Kids 7 and older must pass a swim test to enter the diving pool. Participants need to bring \$3, a swimsuit (no cut-offs or leotards), sunscreen, and a towel. It is also necessary for the parent to sign the permission slip that will be posted at the park. No children will be allowed to attend swimming without their parents' written permission. The swimming sign-up sheet must be signed each time you want your child to attend (a new sheet is posted weekly).
- **NEW!!** For an additional cost, you may sign up for our SWIM to LIVE program offered exclusively to WOW participants this summer. This program includes a one hour swim lesson and transportation from Monday – Thursday.
- Every WOW participant must have a completed registration form listing an emergency contact person and phone number and a completed medical treatment consent form.
- To contact your child or park staff use the numbers listed below:

Godfrey Park..... (510) 521-1551
 Washington Park (510) 521-0162

If you have any questions regarding the WOW Program, please feel free to contact the WOW Coordinator at (510) 747-7529. We hope you have an enjoyable experience in our program.